



RFP #PW-2013-001 Engineering and Related Services
ADDENDUM #1
April 29, 2013

This Addendum No. 1 is hereby made a part of the contract Documents on which the Contract will be based and is issued to modify, explain and/or correct the original Contract Documents. Receipt of this Addendum must be acknowledged in Appendix E of the RFP, which is to be submitted with the proposal.

CHANGES AND CLARIFICATIONS TO THE RFP #PW-2013-001 ENGINEERING AND RELATED SERVICES

- I. **Meeting minutes and sign in sheet, Pre-Proposal Meeting held April 17, 2013.**

Engineering and Related Services BOA Pre-Proposal Meeting
Wednesday, April 17, 2013, 11:00 a.m.
Town Hall, Council Chambers

Attendees:

Alex Vanegas, Assistant Director of Public Works, Town of Purcellville
Dale Lehnig, Capital Projects and Engineering Manager, Town of Purcellville
Andrea Broshkevitch, Engineering Assistant, Town of Purcellville
Diana Hays, Executive Assistant, Town of Purcellville
Dominador Tironi, Gordon
Steve Pandish, Gordon
Doug Hudgins, CHA Consulting
Ed Fleischer, CH2M Hill
Jay Kirk, CH2M Hill
Keith Sinclair, AMT Engineering
Matt Martin, ATCS
Mike Miskelly, CTI Consultants
Mohammed Shammet, Baker
Michelle Aurn, ISM Services
Jennifer Straub, RKK
Fred Ameen, Pennoni and Assoc.
Darrin Geldert, Whitman Requardt & Assoc.
Renee Roberts, URS
Jennifer Solakian, URS
Vel Subramariar, URS
Gene Hull, JMT
Tom Farley, URS
Bob Krallinger, MWH
Jason Blubaugh, MWH
Joshua Turner, A&A
Dennis Quinn, Christopher Consultants
John Lewis, Painter-Lewis PLC
Bill Randall, O'Brien & Gere
Jennifer Blevins, Triad Engineering

Dale welcomed everyone and the meeting commenced at 11:04 a.m.

Proposal Summary:

Proposals are due at Town Hall by 2:00 p.m. on May 3, 2013.

The scope is in Appendix A of the RFP and may include work in the following areas:

- Wastewater Systems
- Water System
- Street System
- Storm Water
- Dams
- Environmental Studies
- Surveying
- Geographical Information Systems (GIS)
- General/Other (to include Environment Management Systems, Instrumentation and SCADA systems, Peer review sciences and related engineering services to review work by others, cost estimating, rate analysis, finance support, public education programs, green initiatives and other like requirements as they develop.

-The contract term is 1 year plus 4 renewable. The current contract expires July 23, 2013.

-Past projects under this contract include water and wastewater treatment support, water/sewer main design, mitigation of drainage issue, GIS support – water, sanitary sewer, storm sewer layers, survey of Town water/sewer facilities, infiltration/inflow studies, design of program for unidirectional flow, water modeling, sewer modeling, storm water modeling.

-Future projects are expected to be similar to past and also include support to the Town for dam safety – permitting and inspections, potable water quality.

Schedule:

RFP's submitted by May 3

Interview shortlisted firms at the end of May/beginning of June

Final selection by the Committee – mid June

To Council – June 9

Current Consultants under contract for engineering services:

Painter-Lewis PLC

Michael Baker Jr., Inc.

KCI Technologies

CHA Companies (formerly Olver)

CH2M Hill

Anderson & Associates

Rummel, Klepper & Kahl, LLP (RK&K)

Patton Harris Rust & Associates (now Pennoni)

Q: Are green initiatives included as part of the contract?

A: Yes - Environmental footprint, reduce energy, etc.

Q: Under dams, does the Town have any dams that fall under DCR requirements?

A: Yes

Q: Will you be requiring underwater inspections at the dam?

A: Yes, we have in the past.

Q: Street systems – are you looking for traffic engineering?

A: No. That is a separate contract.

Q: Are you looking for one organization or to award multiple contracts?

A: We will be awarding multiple contracts.

Q: Could there possibly be one firm awarded per specialty?

A: Yes.

Q: If you would be hiring multiple firms/contracts, are teams ok for some of those?

A: Yes. You are more than welcome to submit a team. We do not need to have every discipline covered with one team.

Q: What is your preference – a team that can handle most items or specialty firms that are strong in specific areas?

A: We have done both in the past and have no preference.

Q: How many contracts may be awarded under this BOA?

A: Last time this contract we renewed we had 8 different firms/contracts.

Q: Are Engineering firms chosen under this contract excluded from bidding on larger projects

A: No - \$250k limit per contract year.

Q: Can we get a copy of the sign in sheet?

A: Yes – the sign in sheet and meeting minutes will be posted on the Town's website within a few days.

Q: Under General Environmental Management Systems – do you have anything specific in mind?

A: Included here are environmental audits and E2 certification renewal to name a couple.

Q: Should we identify on the proposal what tasks we are interested in?

A: Yes, please. The Town will create a matrix that shows which firms have which specialties.

Q: Can you apply for multiple specialties and only be selected for one or two?

A: No – we are selecting the firm, not the specialty.

Q: Can a firm submit more than one proposal based on multiple specialties?

A: No. Please include all in one proposal.

Q: Should we declare all the subs we would like to use?

A: Yes.

Q: Please talk about the selection process for firms.

A: All firms/proposal will be reviewed by a committee. We will make a list/matrix of specialties for each firm. We will choose enough firms to cover all specialties – not necessarily one firm. We will then look at qualifications for sewer, water, etc. for each firm.






Q: Would you award multiple teams to the same specialty?



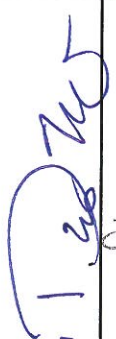
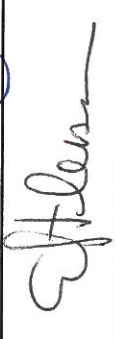





A: Yes.











Q: Unrelated to the RFP, is the Town working on a new CIP?

A: Please check the website – there is a draft budget posted. Once approved by Town Council, the final will be posted.

With no further questions, Dale adjourned the meeting at 11:22 a.m.

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Responses to Questions received in Writing:

Q: Section 6.II.C “Management Skills and Technical Expertise” indicates that “a list of five relevant projects completed in the past three years that best illustrate capabilities related to those required for this project, including description, scope, and project cost. Projects should encompass at least three of the different categories listed in Appendix A, Scope of Work.”

Are the five projects required only of the prime contractor or are they required from the sub-consultants as well?

If not required from the sub-consultants, must all five projects submitted be projects from the prime contractor or could the prime contractor, for example, submit four of their own projects and submit one from a sub-consultant?

A: The five projects are required from the prime contractor. Five projects are not required from the sub-consultants. Projects from the sub-consultant may be submitted as additional information, but they are not required.

Q: Section 6.II.D, third and fourth bullets state that the following is to be included in the Credentials of the Project Team:

- Project Manager’s portfolio of related projects
- In Appendix B, include the resumes of Project Manager and key project staff members, including Town of Purcellville or Loudon County experience

Would you please clarify what the Town would like to see presented in terms of the Project Manager’s portfolio of related projects.

A: Ideally, the Project Manager’s portfolio of related projects would include similar clients as well as projects that highlight elements of the specialty or specialties for which the consultant is applying.

Q: In Appendix G “Federal Requirements”, number 2, on page 52, states “The goals for female and minority participation, expressed in percentage terms of the Contractor’s aggregate work force in each trade on all construction works in the covered areas, are as follows: Females – 6.9%, Minorities – See Attachment “A”.”

Please confirm that it is NOT necessary for Offeror’s to provide information on how they intend to meet these participation goals at this proposal stage.

A: It is not necessary for Offeror's to provide information on how they intend to meet the participation goals at this stage. If the consultant is able to meet the federal requirements, please make a statement to that effect.

Q: Section 1.A, second paragraph, on page 4, states: "The term of the contract shall be for one (1) year with an option to extend the contract by four (4) additional one-year terms with the written consent by the Town and the Offeror as further described under "General Contract Terms and Conditions."

Section 2.Contract Period, on page 16 states: "This contract may be renewed upon the same pricing, terms and conditions at the expiration of its term for a maximum of four (4) one-year renewal periods by mutual agreement between the parties."

However, Appendix A, Scope of Work, in the second paragraph on page 39, states: The term will be for an initial one-year term plus up to three (3) one-year extensions at the discretion of the *Town*, if the work is deemed to be acceptable to the *Town*."

Please clarify whether there will be three (3) or four (4) one-year extension options.

A: The term of the Contract shall be one year with an option to extend the contract by four (4) additional one-year terms.

Q: Section 2, Authority to Bind Firm in Contract on page 9 of the RFP states: "Proposals MUST give full firm name and address of Offeror. Failure to place original signature of person authorized to bind Offeror on the Proposal will disqualify it. Person signing Proposal must include documentation demonstrating his or her should show TITLE and AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Firm name and authorized signature must appear on the proposal in the space provided in the lower right hand corner of the RFP submission form (Appendix F).

There seems to be some language missing in the highlighted section of this paragraph. Please clarify what documentation if any is required to show that a person is authorized to bind our firm by signature.

A: The RFP submission form includes a statement certifying that the person signing is authorized to sign for the company. Additional documentation is not required.

Q: Some answers provided to prospective Offeror's questions for this proposal may have an impact on proposal development. Since answers from the Town to questions posed on RFP content will probably not be provided until days before submission, we would like to

respectfully request that the Town consider providing, at a minimum, a one week extension to the current proposal due date. This would allow all Offerors the opportunity to adjust their proposals based on answers provided if necessary.

A: All questions were due the week prior to the due date for the RFP. The Addendum is being issued on the following Monday. Due to the amount of time anticipated for the interviews and final selection, the due date for the RFP will not be extended.